



## Fire Program Analysis – Preparedness Module

### Fire Planning Unit Access Rights

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September 7, 2004

**Issue:** The need to establish business rules at the local Fire Planning Unit (FPU) to log onto Fire Program Analysis Preparedness Module (FPA-PM).

#### **Introduction:**

Access rights refer to the roles that system users have once they acquire a login to FPA. There are different levels of access rights that range from viewing, to adding, deleting or editing data within the FPU database. All users will have read access to all data in the system. Additionally, FPU team members may have additional roles within their specific FPU Team. Within an FPU, one individual will be initially designated as the FPU team administrator. The FPU team administrator will then manage access rights for other members of the FPU team.

#### **Roles:**

The following roles have been identified:

- FPU Team Reader
- FPU Team Editor
- FPU Team Administrator

#### **Business Rules:**

1. The FPU team will agree on and document the decision criteria for assigning access privileges through a written record. This information will be included in a charter.
2. There must be at least one FPU Team Administrator. It is recommended that while one individual is assigned as FPU Team Administrator, at least one additional FPU Team Administrator be designated for each team as a backup.
3. The FPU Team Administrator edits access rights for other FPU Team members (i.e. may add, delete, or change their rights).
4. Additional FPU Team Members can be granted FPU Team Administrator access rights by the FPU Team Administrator.
5. There will be one or more editors designated by the FPU Team that can serve as needed.
6. It is possible for an individual to have editor access for more than one fire planning unit dataset.
7. The editor role allows an individual to edit information in the FPU dataset.
8. The editor will have access to run an analysis and reports.
9. Users with any level of access rights can read information in the database, including viewing all FPU datasets and reports.

#### **Summary of Role Responsibilities:**

The following roles and responsibilities are established under the proposed business rules:

- FPU Team Reader – any individual that may need access to an FPU Team’s work for information, review, certification, or approval. This level of access does not allow the user to change the database; changes must go through an individual with editor access rights. Readers also have access to system reports.
- FPU Team Editor – individuals designated by the FPU Team that have all of the access rights of a database reader plus the following: inputs and edits information in the FPU database and runs analyses.
- FPU Team Administrator – individuals designated by the FPU Team that have all of the access rights of a database reader and team editor plus the following: they may add, delete or change access rights for other FPU team members and supporting personnel. Backups for this position may be assigned by the FPU Team Administrator.

## **Obtaining Access:**

### **Assign Access Rights and Logon to FPA for all Users**

1. A potential FPA PM user completes a ‘userid request form’ and submits it to the FPA National Help Desk. The FPA Help Desk validates the request and submits it to the National Data Administrator.
2. The National Data Administrator assigns a userid and temporary password and notifies the FPA Help Desk.
3. The FPA Help Desk notifies the potential user and the user then accesses FPA PM and updates their password and identification information.

The method for requesting access from the National Help Desk is as follows:

Requests are made via telephone or e-mail during normal business hours from the Office of Fire & Aviation Management Applications Helpdesk which is staffed Monday through Friday 0730 to 1700 Mountain Time, excluding holidays.  
 1-800-253-5559 or 208-387-5290  
 FAX: 208-387-5292  
[fire\\_help@dms.nwcg.gov](mailto:fire_help@dms.nwcg.gov)

### **Designation of an Initial FPU Team Administrator**

1. A locally established FPU group requests the creation of an FPU Team in the FPA system, and provides the FPU Team Name, Description, and list of people on the team to the Geographic Area FPA lead. The Geographic Area FPA lead confirms the validity of the request and forwards the information onto the FPA National Help Desk.
2. The FPA National Help Desk forwards the request on to the National Data Administrator, who then creates the FPU Team rights in the National database and gives administrative rights to the FPU administrator and notifies them that they have been granted access.
3. The FPU Administrator logs onto FPA PM and assigns FPU access rights to other FPA PM users for that team.

## **Designation of Additional FPU Team Administrators**

1. The local FPU group determines the need for additional FPU team administrator(s) to act as backup. This request is forwarded to the local initial FPU team administrator.

2. The FPU Administrator assigns FPU Team Administrator rights to the identified user and notifies the user.
3. The user can then log on to the FPA system as FPU Team Administrator.